# Army
# Standard Procurement System (SPS)
# -
# General Funds Enterprise Business System (GFEBS)
# User Guidance

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# SUMMARY OF CHANGES

| DATE | VERSION NUMBER | A(dd) M(odify) D(elete) | SECTION | TITLE OR BRIEF DESCRIPTION | UPDATED BY |
|---|---|---|---|---|---|
| 12292009 | 01 | Original Creation | | | Charles Lowe |
| 04162010 | 01B | M | | | Charles Lowe |
| | | | | Added Guidance | |
| 09102010 | 03 | M | | Corrected MS Document Style issues and | |
| 09102010 | 03 | A | | Coverage added for MOCAS Pay Office; use of informational SLIN, inc/dec and unfunded PRs, etc | |
| 09102010 | 03 | A | | Appendix C added to provide quick reference for new users. | |
| 09102010 | 03 | M | | Part 6 reformatted. | |
| 03022011 | 04 | M | | 6.3.2 Corrected on use of split PR LI | Charles Lowe |
| 07112011 | 04 | M | | Appendix C expanded | Charles Lowe |
| 09162011 | 04 | M | | 4.3.1 Payment Offc. | A. Moshammer |
| 12272011 | 04 | M | | 4.3.1 Payment Offc. | A. Moshammer |
| 03292012 | 04 | M | | 4.3.1 Payment Offc. Appendix A | A. Moshammer |

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## 1. Overview

This guide was developed to provide integration and operational specific information for the:

- Functional System Administrator (SA) responsible for PD2 administration, configuration, and system's monitoring to insure the successful transmission of data between the Standard Procurement System (SPS) and General Fund Enterprise Business System (GFEBS) applications.

- SPS user creating award actions based on GFEBS Purchase Requests

The guide provides information on the General Fund Enterprise Business System (GFEBS) program and its impact across Army and other defense agencies functional processes. , the SPS – GFEBS interface, procedures for processing GFEBS Purchase Requests (PRs) created in and sent by interface from the General Funds Enterprise Business System (GFEBS) to SPS, and for executing awards and contract modifications in support of the GFEBS based requirements.

**2.  What is the General Funds Enterprise Business System (GFEBS)**

GFEBS is a web-based system that will allow the Army to share financial, cost, and accounting data across the Service. It is also a decision support tool that will provide reliable data to better enable the Army leadership to make decisions in support of the Warfighter.  GFEBS will:

- Replace legacy accounting and financial management systems including the Standard Finance System (STANFINS), the most widely used standard accounting system for Army Installations, and the Standard Operation and Maintenance Army Research and Development System (SOMARDS).
- Manage $100 billion in spending by the active Army, the Army Reserves, and the Army National Guards
- Provide standardized and real-time financial, asset, and accounting data and information

GFEBS is an Enterprise Resource Planning (ERP) solution being built on SAP, a commercial-off-the-shelf (COTS) application.  The Army has made a decision to use the ERP has designed. ***This will change Army processes and terminology across many functional areas.***  The impacts on Army personnel and processes will be found in areas ranging from accounting to property book management to travel under DTS and vendor payment and disbursement by DFAS. At some point your timekeeping and payroll will be done through GFEBS.

GFEBS is being deployed to Army installations and activities in a regional pattern across CONUS and OCONUS. In the near future resource management functions supporting Army contracting activities will be done in GFEBS.

For additional information about GFEBS, visit the website at http://www.gfebs.army.mil or see DFAS-IN Manual 37-100-10,  Appendix D ERP Guidance.

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### 3.  GFEBS - SPS Interface

The GFEBS-SPS Interface is programmed to migrate and map specific data to the SPS database.  The ERP integration used for the GFEBS-SPS interface process is a standard integration with SPS Increment 2 SR10/Adapter v2.7. Installation instructions for the ERP integration are part of the 2.7 adapter installation.

### 3.1 Process Flow from PR Creation to Vendor Pay

The following is the general process the GFEBS PR will follow from creation in GFEBS thru award as shown in the Notational Flow at Figure 1. Specific instructions for processing the PR and award action in SPS are addressed in following sections.
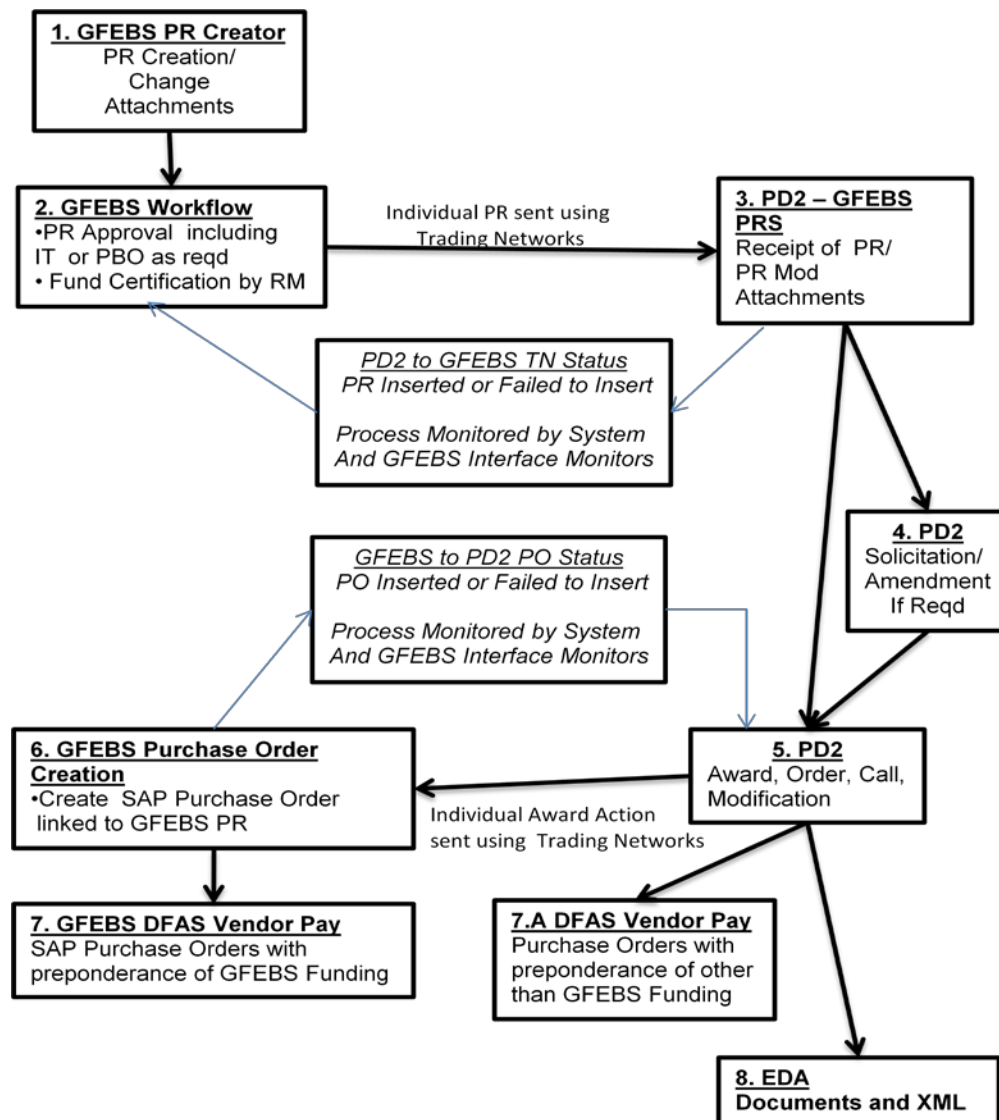
**Figure 1:  Notational GFEBS-SPS Flow**

**Step 1. GFEBS PR Creator** – The PR creator uses GFEBS to create a purchase requisition to be sent to SPS or a MIPR if the requirement is being sent to offices not currently using the GFEBS-SPS interface.  The final PR will provide the standard requirements information – what is required, when it is required, where to delivery it, etc and represents a a commitment of funds.  Unlike the PRWeb PR creation process, the GFEBS PR is being created in the fiscal system and is tied to several master data files which ensure data such as addresses are valid.  Fiscal line of accounting data for the most part is automatically derived from a set of key data which over time should reduce the impact on contracting caused by invalid or outdated elements in the line of accounting as currently manually entered on the PR in legacy processes.

The PR is maintained in GFEBS using the same screens used to create the PR.  The creator is always working with a conformed version of the PR and does not have a modified view of the PR or change in the PR number to show which modified version is in use.  SPS will automatically increment the PR number to keep track of PR modifications.

Logistical systems, such as the Defense Medical Logistics Standard Support (DMLSS), are interfacing to GFEBS to create a SPS PR. The interface will create the PR in GFEBS prior to submitting to the workflow process at Step 2. Parts of the PR may differ from the standard GFEBS PR where preformatted information from the source system is used in lieu of free form text entry or data extracted from master data tables.

When the PR is saved a GFEBS workflow will be generated to route the PR for the necessary approvals.

**Step 2. GFEBS Workflow** – The workflow consists of several processes similar to the PRWEB routing, approval and certification routine. In GFEBS, routing is based on the Release Strategy and Release group. Release Group is used to identify the type of document flow, for SPS documents that would be a Purchase Request.  Release Strategy indicators establish if the PR has Property Book, Information Technology, both or neither review requirements. The Strategy indicator sets the Approval Level from 1 to 4 for a SPS PR with 1 for a technical review only, 2 for PBO review, 3 for CIO review of IT items and 4 for funds certification which is always required. The final Release Strategy determination is based on the required combination of the approval levels to satisfy Army review requirements.  The record of completed reviews for a PR is not included with the PR passed to SPS.

When the PR approval process is completed, the GFEBS workflow will trigger the GFEBS-SPS interface.

**Step 3. PD2 GFEBS PR** – The PR from GFEBS will come into SPS via the ERP adapter integration. The integration will determine if the PR exists in the PD² database. If the PR does not exist, the integration will invoke the standard Adapter API to insert the PR. If the PR does exist and createModNumber is set to 'True', the integration will transform the incoming PR into a PR Mod before it invokes the standard Adapter API to Army SPS – GFEBS User Guidance

insert the PR.  As part of this process the PR/PR Mod will be generated and approved before insertion.

Depending on the successful or failed insertion of the PR into the PD2 database, the integration will send a TN Status (Success/Failure) message back to GFEBS which will be used by the GFEBS interface manager to ensure the PR was sent from GFEBS to SPS and track successfully insertion into SPS.

All incoming GFEBS PR, PR Modifications and attachments will placed be in a Team Cabinet named for the specific contracting activity. The activity will have to assign individuals to monitor the cabinet and workload assign the PR using standard SPS functionality and the activity's workload assignment processes.

Guidance has been provided to GFEBS on the types of documents SPS can accept as an attachment. Since GFEBS does not maintain separate versions of the PR when changes are made, the attachments will come across on the interface with any changed PR.

The PR and PR modifications will provide the requirements and funding for the award action. GFEBS can create and send unfunded PR when required to create an action subject to the availability of funds.

The PR maybe created in GFEBS but it will still require close coordination and customer education to ensure the PR provides sufficient information and is correctly formatted to match any existing award requirements. It is not the responsibility of contracting personnel to train the GFEBS user on created a PR in GFEBS and the role should never be requested or accepted.

Following workload assignment the SPS user will process the requirement as appropriate based on the requirement and dollar thresholds. GFEBS does not dictate how the requirement will be procured. The SPS user will have to contact the GFEBS PR creator or Certifying Official using point of contact information included on the PR Contracting Office Notes if any change to the PR is required at any point in the acquisition process.

**Step 4. PD2 Solicitation / Amendment** – This acquisition step will be performed if required in SPS.  PR modifications impacting the requirements on the solicitation can be attached to the solicitation.

**Step 5. PD2 Award, Order, Call, or Modification** – For the majority of award actions, the process of creating and releasing an action based on a GFEBS PR will not differ from any other SPS award. The one constraint that will impose the need for careful contract CLIN construction on new actions and attention to the DFARS rules on priced and informational SLINs on preexisting awards is GFEBS funding at the individual line item level. This is discussed in more detail under Business Rules.

The integration uses a web based interface and the award can be recorded in GFEBS within milliseconds of award release.

GFEBS receives a copy of every released award action regardless of the pay office on the action.

**Step 6.  GFEBS Purchase Order Creation** – The interface from SPS will send an award action creating or modifying an existing Purchase Order (PO) in GFEBS. This result in the obligation of the committed funds sent to SPS on the PR.  A valid contract is not considered obligated in the fiscal system until the obligation is posted against an existing PR.

If the interface fails to automatically create or update the PO in GFEBS the GFEBS interface manager is responsible for determining if the failure is due to an error in the incoming file or the interface process.  A process exists to provide an alert and sticky note back to contracting if the action does not pass interface edits. This may not be available depending on the status of improving the GFEBS error messages sent back to SPS.  The action can be manually entered in GFEBS if the interface failure is caused by GFEBS, for example the presence of sources of funding other than GFEBS along with GFEBS monies. If the failure is based on the award action, a modification will be required to enable the document to flow into GFEBS.

**Step 7. GFEBS DFAS Vendor Pay –** DFAS is using GFEBS to process vendor pay for the GFEBS funded PO.  This includes matching WAWF invoices and goods receipt with the PO and creating a disbursement through the DFAS Automated Disbursing System (ADS).  All the existing requirements for prompt pay are enforced in GFEBS.

If the pay office is GFEBS Vendor Pay, GFEBS will be the pay office for all lines on the award action including CLIN for other than GFEBS funding, a process referred to as transactions for others.  If the award action has a mixture of GFEBS and other funding sources and the other funding on the base award action is greater than GFEBS funding, the action will be paid by DFAS vendor pay, this process is transactions by others (TBO).  GFEBS will record the GFEBS specific obligations in the TBO case.

**Step 7a. DFAS Vendor Pay** – The contracting site will continue to sent interface files to DFAS CAPS for those actions already assigned to DFAS for payment or for new actions which include a combination of funding sources when the preponderance of funding is other than GFEBS.  GFEBS is not an interface partner on CAPS.

**Step 8. Electronic Document Access (EDA)** – The contracting site will continue to send the document and index files along with the EDAXML files to the DISA GEX for upload into the EDA system. In addition to the DFAS requirement for the award on EDA, this is required by OSD to meet data collection requirements.

## 3.2 Data

The GFEBS-SPS Interface maps specific data to and from the SPS database. It utilizes a standard SPS integration originally designed to support the Navy ERP system. Significant differences from existing interfaces populating the format will be apparent but for the majority of the fields the data content is still dependent on the PR creator entering text into a free form field or the selecting the correct value from a drop down table. The contracting activity must continue its programs to educate customers on the need to provide sufficient detail to ensure the resulting acquisition will meet their requirements and to follow established guidelines for using line items formats matching CLIN structures in ongoing award actions.

### 3.2.1   KO Notes fields (PR Form)

Information of interest is entered by the PR Creator in a single location on the GFEBS PR Header Text field which will be populated in the KO Notes on the PR. The comment field is not used. The GFEBS interface will automatically add the PR creator's contact information.
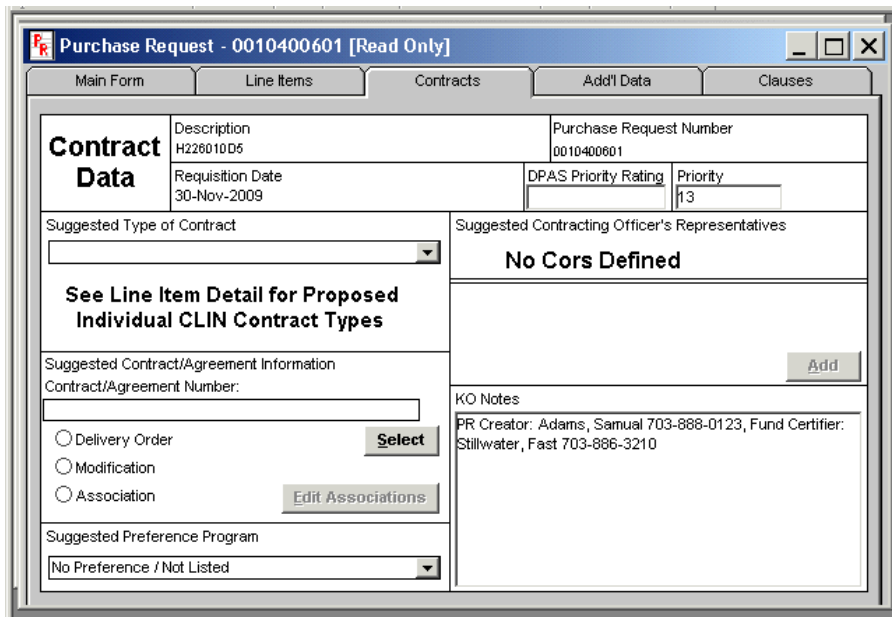
**Figure 2:  PR KO Notes**

The contract activity must maintain their lines of communications with the resource managers to ensure the data is correct and current throughout the acquisition process.

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Based on the experience of fielded sites it is recommended the contracting activity require the PR Creator and/or Fund Certifiers include the information in the KO Notes:


- Additional point of contacts to include phone numbers and email addresses
- Description of the requirement and any special conditions
- PR Mod should include specifics on recertification of funds
- PR Mod should provide a description of the changes made by Line Item/CLIN.  This will provide a means to verify the delta changes at the line item/CLIN level match the requestor's intent.

### 3.2.2  Line Item -

Item descriptions from GFEBS may pull from Master data for standard requirements but the user is still responsible for providing an adequate description for the requirement.

GFEBS does not have a field for contract type, all lines will come into SPS has Firm Fixed Price.

Unit of Issue in GFEBS are based in a different standard than SPS.  GFEBS is responsible for converting the Unit of Issue to a SPS recognized value.

The FSC and NAICS are mandatory entries in GFEBS. However GFEBS does not provide the user with a code to description function. The values must be verified before the award is released.

### 3.2.3  Standard Financial Information Structure (SFIS) -

 SFIS -- commonly pronounced "ess-fis" -- is a comprehensive "common business language" that supports information and data requirements for budgeting, financial accounting, cost/performance management, and external reporting across the DoD enterprise. SFIS standardizes the financial reporting elements and structure across DoD. It enables decision-makers to efficiently compare programs and their associated activities and costs across DoD. It provides a basis for common valuation of DoD programs, assets, and liabilities.

### 3.2.3.1 GFEBS Line of Accounting

The line of accounting on a GFEBS PR is based on a subset of the SFIS elements. A crosswalk of common GFEBS terms to current terminology used by the US Army and the DFAS organizations is provided at  http://www.gfebs.army.mil/glossary/cost.html. This LOA differs from the legacy LOA used with DFAS vendor pay.  It is 77 characters long and does not use zeros to fill blank values.  The LOA displayed in SPS on the PR or carried over to the award action does not show all the blank spaces therefore it is impossible to manually copy the LOA. The GFEBS layout of those elements is shown in the figure below.  Appendix B provides the functional field names.

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**3.2.4**
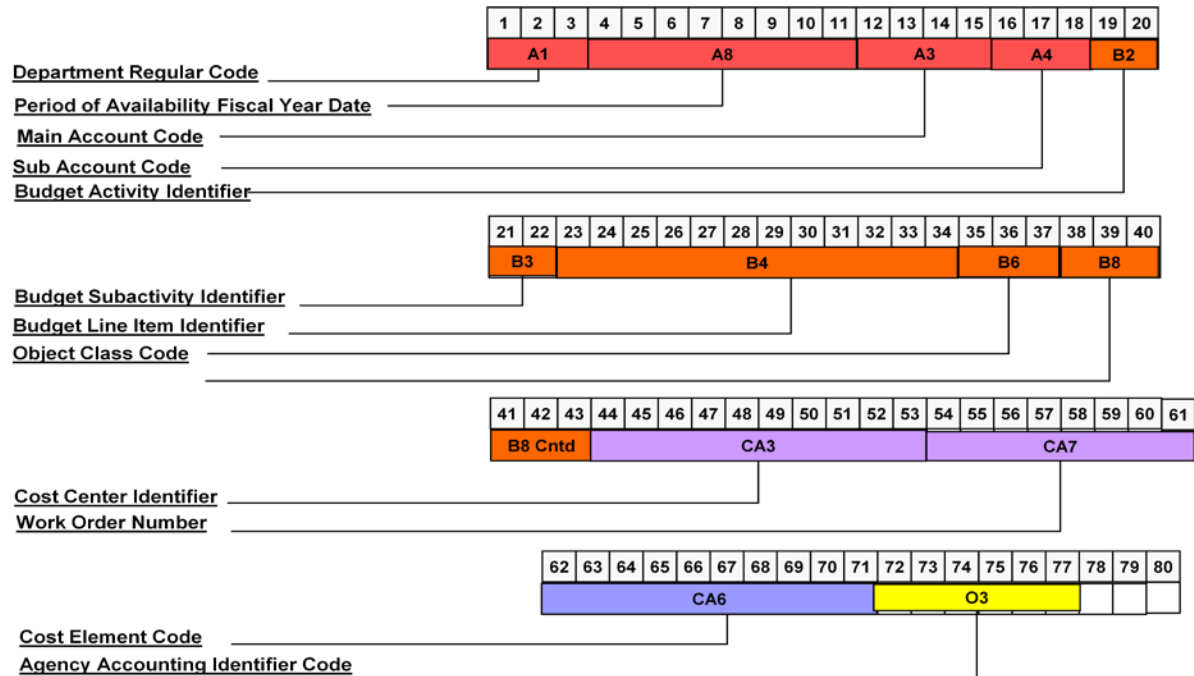


**Figure 3: GFEBS SFIS Line of Accounting**

### 3.2.3.2 GFEBS SFIS Fund Center Code

The Fund Center Code is a five position value used to specify the service, operating agency and level 3/4 organizations. An example of the code and its structure is provided in Figure 4.  Effective with GFEBS release 1.4.3, the GFEBS Fund Center Code will be in the Cost Code field on the line item funding tab for new purchase requests.

| Fund Center | LEVEL 1<br><br>Service | LEVEL 2<br><br>Operating Agency | LEVEL 3/4 | MAJOR SUBORDINATE COMMAND |
|---|---|---|---|---|
| A0000 | A | 00 | 00 | US Army |

| A2A00 | A | 2A | 00 | Installation Management Command |
|-------|---|----|----|------------------------------|
| A2AB4 | A | 2A | B4 | Southeast Region |

**Table 1: GFEBS Fund Center – SPS Cost Code**

### 3.3 GFEBS PR Attachments

The interface will pass attachments with the basic GFEBS PR and PR Mod.  GFEBS has been notified that SPS and the integration process will only accept Microsoft Word, Excel or PowerPoint documents or Adobe PDF formats.  If an attachment is sent in a noncompliant document format, it will not stop the integration from inserting the attachment with the GFEBS PRS.

The Attachment Document Name is the GFEBS PR Number followed by a 12 digit sequential number and then GFEBS. GFEBS will send the attachments with each PR mod when the attachments were added on a previous PR or PR Mod. The GFEBS user is working from a conformed version of the PR and cannot remove the attachments on later actions without losing the attachment as part of the PR.



The workload manager must drag the attachments with the PR/PR Mods to the appropriate cabinet.
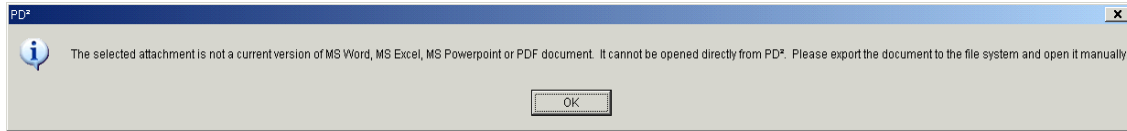
The attachments are identified by the GFEBS PR Number

The attachments are suppose to be in the standard Microsoft formats or pdf.

If an invalid format is used, attempts to open it in PD2 will open this message. Notify the PR creator that the attachment

**Figure 4:  GFEBS Attachments**

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## 4. SPS Configuration Requirements for Operation with GFEBS

In addition to the adapter integration configuration requirements there are functional changes that must be set up to support the interface.

### 4.1 GFEBS PR Approval and Generation

The incoming GFEBS PR will be automatically generated and approved if the interface has been properly configured and the ASF server used for generation is operational. If a GFEBS PR is not approved when it is inserted into the GFEBS PR Team Cabinet(s), the user should verify if it has been generated. The PD2 Document Generation Options will appear as shown in Figure 6 below if the document has not been generated. Generate and approve the PR after making any required changes to the PR.

Infrequently a PR can be approved without the document generation occurring due to the minimum generation frequency time on the ASF server being too long for the number of PR received during the time period. Unapprove and generate the GFEBS PR.

Notify your system administrator that the GFEBS PR are being inserted into PD2 without the document generation and/or approval being done.
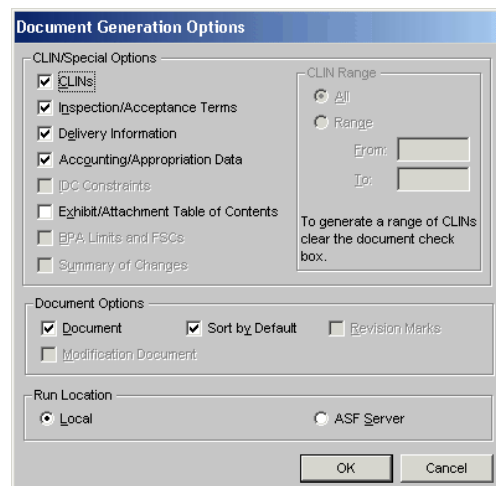


**Figure 5: PD2 Document Generation Options Settings when a PR Has Not Been Generated**

### 4.2 GFEBS PR Team Cabinet

Team Cabinet(s) must be created in PD² to receive incoming Purchase Requests from GFEBS. The DODAAC for your office provided to GFEBS as part of the site configuration will be used to identify the specific cabinet the PR will be dropped into. If your activity has multiple offices in one database, you will have to create a separate container for each office's DODAAC. GFEBS will use the Purchasing Group selected

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> **NOTE**: Team PR cabinets identified by the DODAAC replaces the previously used GFEBS PR convention with GFEBS Wave 3 1 October 2010.

by the PR creator to create the values in the inbound interface that will direct the PR to the correct cabinet. If the cabinet is not found, the PR will fail to insert.

### 4.3 GFEBS Vendor Pay Office

GFEBS has a unique pay office DODAAC for actions to be paid internal to GFEBS.  In addition GFEBS utilizes specific pay office codes to identify actions to be paid by credit card or convenience checks to prevent double obligation or payment of these actions. The following codes must be added to the PD2 organization addresses and users notified to use these conventions for actions to be paid by GFEBS.  See 5 Business Rules – Determination of Pay Office.

#### 4.3.1  **Payment offices** for 409th CSB contracting:  GFEBS FSN 021001

Payment office and
Contracting DODAACs

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**NOTE: DO Not** setup a CAPSW interface for HQ0490. DFAS uses GFEBS to pay GFEBS based actions in GFEBS.  Electronic Data Access (EDA) and EDAXML interfaces are still required.

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#### 4.3.2  Credit Card Accounts

GFEBS will use specific credit card DODAACs in the Pay Office to identify when method of payment on a Purchase Order is using credit cards. This will enable GFEBS to record the obligation of the PR line item without sending the obligation thru vendor pay. Normal bank credit card processes will be used for credit card payment.

Convert all your credit card accts in SPS to these formats:

- Pay Office DODAAC CCCUST - This pay office will be used when the contract uses a customer's credit card.
- Pay Office DODAAC CCCRnn -  Identifies credit cards used by the KO as method of payment.  The nn is a unique number to identify separate accounts (cards).

#### 4.3.3  Convenience Checks

If a convenience check is used as the method of payment when the vendor does not accept the purchase card, use the Pay Office DODAAC CCCHEK.  Like the credit card pay office DODAAC, this will allow GFEBS to record the obligation without submitting it to the vendor pay process.

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## 5. Business Rules

### 5.1 GFEBS First in/ First Obligated

GFEBS works on the basic principle that the first obligations on a CIN used in an award imported into GFEBS will decrement the commitment and obligate the CIN at the amount provided in the award. This rule supports the CIN on multiple CLIN/SLIN in the same award.

If the PR Line item is split over two or more awards, only the first award processed in GFEBS will be obligated. When a split award is needed, the requiring activity must be notified and a new PR for each of the subsequent awards for the quantity and funding on the associated PR line items.

### 5.2 GFEBS LOA and Commitment Identification Number (CIN) Impacts on CLIN construction

#### 5.2.1 Line Item Accounting - The LOA, CIN and Cost Code combination

The LOA, Line Item Number and CIN combination on each funded PR line item is a unique identifier for a specific funding amount. Even though the LOA maybe identical on two or more line item, the available commitment is limited by the funds on the specific combination of LOA, CIN and Cost code on the individual line item. If the contract obligation on a CLIN or series of CLIN based on a single CIN exceeds the available funds, the award action will not load into GFEBS.

#### 5.2.2 Additional Funds Required

If the funds provided on the PR Line Item/CIN are insufficient for the award, additional funds should be requested before the award is released. Releasing the award with insufficient funds will result in the award failing on the interface into GFEBS.

### 5.3 Determination of Pay Office - Preponderance of Funds

DFAS Policy No. 0100-02-0002, "Determining the Proper DFAS Payment Office Within the Commercial Pay Network" established the basic rule of determining the pay office for a contract action and subsequent actions based on the fiscal station number (FSN) with the preponderance of funds on the basic action. The DFAS pay office assigned to that FSN will remain the pay office for the life of the action regardless of any change in the preponderance of funds added or decreased on modifications to the action. This rule ensures a single payment office is tracking all payments made on the award action. Changes can be made but require coordination with the gaining and losing pay office to allow for transfer of the records between the offices. Normally a transfer will be at the request of DFAS.

If the pay office is GFEBS, GFEBS will be the pay office for all lines on the award action including funding from sources other than GFEBS, a process referred to as transactions for other (TFO). If the award action has a mixture of GFEBS and other funding sources and the preponderance of funds is not GFEBS, the action will be sent by interface to a DFAS CAPSW vendor pay site and paid by DFAS under TFO, in this case the other

being GFEBS. When the pay office is not GFEBS and GFEBS funds are used, GFEBS will receive and process the file received from SPS to record the obligation at the line item level and record the payment information as received from DFAS, this process is referred to as a transaction by others (TBO).

Exceptions to the preponderance rule are:

- **Delivery/Task Orders**

Since the base action does not obligate funds, the funds applied on an individual order can differ from order to order. If a payment office is established on the basic contract, the payment office on the delivery orders must be the payment office mandated by the basic contract which may be in conflict with the FSN on the order's funding. If the basic contract or agreement provides that the ordering office designate the method of payment for individual orders, the base action must include the clause at 52.232-37, Multiple Payment Arrangements, which permits the payment office to be designated on the delivery order. If the clause is not found and the payment office on the award and the order differ DFAS will return the order for correction of the pay office or modification of the award to add the clause. Either case will result in added costs and potential delay in payments.

- **DCMA Administered/Contract Pay Office**

If the award action is designated for DCMA administration it will normally be paid by a Contract Pay Office using MOCAS rather than DFAS Vendor Pay. Follow the contract instructions for the designated pay office. The award and modification information will be automatically transmitted to MOCAS using the EDAXML file your site is required to send to DISA for Electronic Document Access. No other interface actions are required.

### 5.4 Prompt Pay – Discount
It is the responsibility of the contracting official to ente r any discount terms offered by the vendor if the contract form supports the entry of the terms. DFAS will determine from the terms offered by the vendor if an earlier payment is advantageous to the Government. If no terms are offered the contract action should reflect Net 30 Days.

 The vendor should not be encouraged to try negotiating a shorter payment period with DFAS. DFAS is prohibited from doing so by FAR 32.903.

The only exceptions to the standard due date for making invoice payments on the 30$^{th}$ day after receipt of a proper invoice are:

- - Certain commodities, e.g. fresh vegetables and meats, identified by their product service code on the contract have due dates from 3 to 10 days.

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- Payment offices are encouraged to pay small disadvantaged business (SDB) concerns as quickly as possible after invoices are received and before normal payment due dates established in the contract.  The restrictions of FAR 32.903 prohibiting early payment do not apply to invoice payments made to SDBs.

- If the contract provides for progress pay under 52.232-27 – Prompt Payment for Construction Contracts, the terms should be set to Net 14 Days.

To enter discount terms on a contract action, open the award action; go to the first tab of award or order (e.g., SF26 tab 1 - 10).  Press <Shift> + double-click in the Discount for Prompt Payment (or Discount Terms) field. The Discount Terms window opens. Enter the appropriate information based on the vendor provided terms and click OK. The maximum number of terms that maybe entered are three inclusion of the net days. See Figure 3 below.

DO NOT ATTEMPT TO ENTER THE TERMS BY TYPING THEM INTO THE DISCOUNT TERMS BLOCK ON THE FORM.  YOU CAN NOT DUPLICATE THE FORMAT AND ALIGNMENT PRODUCED BY PD2 AND REQUIRED IN THE INTERFACE FILES.

**Figure 6: Discount Terms Input Template**

### 5.5 Informational CLIN/SLIN

Informational sublime items shall be used to identify each accounting classification citation assigned to a single contract line item number when use of multiple citations is authorized (see 204.7103-1(a)(4)(ii)).

An informational CLIN cannot have funding because it is not associated to a priced CLIN. If the CLIN structure on an legacy contract will not support adding an informational SLIN to the CLIN to be funded, the funding must be added with a new SLIN on a new CLIN referencing the original CLIN/SLIN being funding. Use of this method must be limited to actions with no other alternative means of applying the funding since it will require manual processing of the award for vendor pay.

Do not add an informational SLIN for funding with multiple priced SLIN. The informational SLIN must be applicable to a specific priced item.

### 5.6 Flipping the Quantity and Unit Price

The practice of using the actual unit price as the quantity with the CLIN unit price equal to $1.00 was used as a workaround for processing multiple invoices for services. The need for this workaround was resolved with changes to the legacy vendor pay system but its use has continued. New actions and exercises of options on legacy actions must not use this convention.

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If you are establishing a new requirements award, you can use the quantity of 1 by verifying the PD2 Document Classification constraints are set to soft.



**Figure 7: IDC Document Classification**

### 5.**7  Open PR and PR Modifications**

Pr modifications are created in SPS whenever the system detects an earlier version of the PR already exists.  The four digit sequential number is added by SPS, GFEBS works from a conformed copy of the PR and the GFEBS users will refer to the PR by the PR number only.

GFEBS provides for users not sending a PR Mod to SPS if the change has no impact on contracting.  This has not proven to be a sure method of preventing the PR Mods from appearing in SPS.  The problem this presents is the PR or PR Mod will stay in open status on SPS, only the attached PR or PR Mod will appear on award when the award action is released.  If the PR Mod is not required, e.g exact duplicate of the PR or previous PR Mod, or a more recent PR Mod contains all the required changes, the PR Mods and attachments can be **deleted** *before the most recent PR Mod is released*.

If the most recent PR Mod is deleted the next incoming PR Mod will reuse the mod number.

If a PR or PR Mod is cancelled instead of deleted, the number cannot be used again in SPS and no additional PR changes can be processed into SPS.

### 5.8 GFEBS PR Approval Chain

The PR approval chain in GFEBS is not visible to contracting.  To obtain a copy of the chain when needed for the contract folder the contracting office in coordination with the GFEBS users and fund certifiers should establish a method to provide the approval chain as an attachment to the PR.

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**6. Processing a GFEBS PR in SPS**

Processing a GFEBS PR in SPS uses the same SPS functions used with other interfaced PR systems.  If you are currently attaching PR to awards, attaching additional line items or using DO/TO Matching, the processes are unchanged.  Review the business rules before proceeding because the GFEBS PR does differ from what you maybe formula with in PRWeb.

**6.1 Purchase Request is received from GFEBS**

When the PR and any associated attachments are received in the team cabinet assigned for GFEBS PR move the PR(s) to the appropriate user cabinet using your local workload management processes.

**6.1.1  Assigned User should open and review the PR to ensure that the following are accurate:**

- The header text lists the PR Originator's contact information and clearly states the PR Originator's intentions.
- The contract type matches the intended award document.

> **Note:** An Approved PD2 PR/PR Mod should never be unapproved, except to
> 1) Change the line item contract type to other than FFP (when issuing DOs/TOs and DO/TO Mods against other than FFP contracts),
> 2) Change a priced line item to "info only" on a funding PR if applicable
> 3) Cancel the PR when the requirement is no longer needed and the workload assignment is to be terminated.

**6.1.2  Changing a PR**

If changes need to be made to the PR (as outlined above):

- Highlight the PR and click on the Approvals button (on the SPS toolbar).
- In the Approval Sheet, click on the Add button (the Approval window will appear).
- Select the appropriate Approval Template then click OK (an Approval Sheet will appear).
- Ensure that "Unapproved" is selected in the Approval Types drop down list box, then click OK. The PR will be unapproved and the necessary edits may now be made.
- Generate the PR after necessary changes are made.  Highlight the PR and click on the Generate icon (located on the toolbar). Select the applicable checkboxes in the CLIN/Special Options.  Ensure that the Document checkbox is selected in the Document Options section, then click OK.
- Re-approve the document. Highlight the PR and click on the Approvals button (on the SPS toolbar). Ensure that "Approved" is selected in the Approval Types drop down list box, then click OK.

> **Never make ANY other changes to the PR.** Make all other changes in the solicitation or award.

### 6.1.3 Print the PR or PR Mod

Printing the PR will allow you to view all of information communicated by the PR Originator. Fields such as the KO notes will not scroll after the PR is approved and/or released.

Highlight the document then click on the Print button (located on the toolbar); or select File, Print; or right click on the document and select Print.

### 6.2 Purchase Request Modficiations

PR modifications will originate in GFEBS. The approved PR modification(s) will appear in the SPS GFEBS PRS team cabinet.

The PR Modification **must be released before it can be associated to a solicitation or contract!** Make sure that the contract type matches the intended award document, Highlight the PR modification and click on the Release button (located on the toolbar).

The requiring activity may cancel an existing PR line item. By doing so, it will zero out the Quantity and Funding Amount fields in the Purchase Request Modification.

### 6.2.1 Workload Assignment

Summarized below are different scenarios and instructions for processing PR Modifications with regard to Workload Assignment.

- **Original PR Workload Assigned with Award Action in Process**

If the original PR has already been workload assigned AND an award document has been initiated, drag and drop the released PR Mod into the blue Workload folder and click OK upon receipt of the following message.
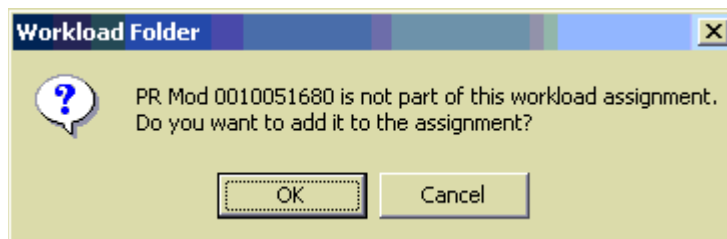


Figure 8: Adding a PR Mod to the Workload Folder.

You may continue processing the original award document if the original PR is the Master Document with action type "award."  Releasing the award WILL complete the workload assignment.

- **Original PR Workload Assigned with No Award Action in Process**

If the original PR has already been workload assigned BUT NO award document has been started, drag and drop the <u>released</u> PR Mod and launch the award from the released PR Mod.  If the original PR is the Master Document (with action type "award"), releasing the award built from the PR Mod WILL complete the workload assignment.

- **PR and PR Mod Haven't be Assigned**

If the original PR has not yet been workload assigned, highlight and workload assign both the PR and the <u>released</u> PR Mod in one assignment.  Make the PR Mod the Master Document with (action type "award") and launch the award from the released PR Mod.

### 6.3 Solicitation and Award

#### 6.3.1   Attaching Additional PR Line Items

To attach additional PR line items to a solicitation, amendment, contract or modification, use the following steps.

Open the applicable document.  Select Line Items, Attach (the Attachment Selection form opens).



**Figure 9: SPS Line item Attachment**

Enter the Purchase Request number of the additional Purchase Request/PR Modification in the Search Criteria field, ensuring Purchase Request is selected from the Document Type drop-down list box, then click on the Search button.

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Highlight the Purchase Request/Purchase Request Modification number, click the Select button.  The CLIN Selection window opens.

Highlight the desired CLIN, click the Select button.

Click OK on the SPS window, and the line item will be added to the document.

Open the new line item and click on the Local Info tab.  Make sure the Purchase Request number and Purchase Request Line Item number fields are populated with the appropriate values.

Repeat the above steps until all line items are added as necessary.

### 6.3.2  Splitting a PR Line Item into Multiple Contract Line
A Purchase Request/Purchase Request Modification line item cannot be split into multiple contract/modification line items.  The CIN on the original PR Line Item can only be used once. If the CIN is on two or more CLIN/SLIN, GFEBS will record the obligation only on the first CLIN/SLIN.  This will preclude the subsequent CLIN using the CIN from being recorded in GFEBS.

### 6.3.3  Changing Funding on a Modification
Whenever you increase the quantity, pricing or funding for a line item in a contract modification, you must manually update the Purchase Request number and Purchase Request Line Item number in the Local Info Tab.

- If you are adding new funding to an existing award, follow the steps outlined in Attaching Additional PRs.

- Do not move funding from one CLIN/SLIN to another CLIN/SLIN in a contract modification.  For example, if you funded CLIN 1 (400 hrs) with LOA 1 and in the mod you want to increase CLIN 1 (to 700 hrs) and pay for the increase with LOA 2, you cannot move LOA 1 to subclin 01 and add subclin 02 for LOA 2 - once LOA 1 has been assigned to CLIN 1, it must remain there for the life of the award.  You will have to create a separate CLIN 2 (300 hrs) funded with LOA 2.

### 6.4  Award Actions Subject to Availabilty of Funds (SAF)
The initial award is made using an unfunded Purchase Request. The user must verify the LOA, CIN and Cost Code on the Line item/CLIN Funding Sources are blank on the initial award.  That includes no verbiage in the LOA field that the funding is subject to availablity of funds.   As long as the fields are blank the new LOA, CIN and Cost Code on the funded PR Modification can be added to the existing award via modification.

**Figure 11: Line Item Detail for Unfunded PR Line Item**



**Figure 12: Funding Tab for Unfunded PR Line Item**

The PD² application provides the option to attach just the funding from a PR line item on an existing solicitation, award, order, or modification line item without bringing forward any other information from the PR line item.  This option is available for unfunded line items that are not already related to a PR line item. Function is found on the Funding Tab in Line Item Detail, click the [Add] button followed by clicking on  the [Attach] button to attach PR line item funding.  See PD2 How Do I? > Work with Funding > Searching for a Line of Accounting > Select Funding Sources window open? NO

An alternative method for funding the CLIN when funds are provided is to attach the PR Mod Line Item to the award modification as a SLIN to the CLIN being funded.  Using the line of accounting (LOA) search on the funding tab for the original CLIN, select the LOA provided on the funding PR line item.  Ensure the CIN and ccost code on the funding line item are added to the CLIN.  After the funding action is complete, the SLIN can be deleted.

## 6.5 Incremental Funding

### 6.5.1  Initial Award
When the contract will be incrementally funded the award CLIN should still reflect the full requirement on each impacted CLIN/SLIN.  This will establish the expected contract performance and value independent of the applied funding at any point in the life of the action.   After the CLIN is created for the awarded quantity and unit price, the funding is adjusted on the funding tab to the available funds.  A message will be seen during contract release that the action is not fully funded; this is a soft error and can be ignored.

Because the PR Line Item obligated in GFEBS by a previous award cannot be used in GFEBS to create a PR Mod that can utilize the SPS function of automatically increment or decrement the original award based on the changes, a manual process must be used in SPS. GFEBS will provide a PR mod or new PR for either an increase or decrease that will provide a line item reflecting the intended change and referencing the PIIN and CLIN awarding the original PR.

The key requirement is close coordination with the customer and fund certifier to ensure contracting is aware of the intended changes in funding.  This will also ensure contracting can work from the unreleased PR MOD or new PR, if it has not been

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attached to the award, used to provide the funding change and then delete it from SPS following the guidelines at 6.5.4 below.

### 6.5.2  Increase in Funding on a Modification on Existing LOA(s)

An increase in funding is identified with INC in the description along with the specific contract PIIN and CLIN/SLIN impacted by the change.  In the example below the funding will increase by $87.16.  When the award modification is created, the funding for CLIN 0010 will be manually increased by this amount the Funding tab under Line Item Detail. No changes are made to the original quantity or unit price.



**Figure 13: Example of PR Mod Increasing Funds**

Since the funding PR is not attached to the modification, the user will get a message that there are insufficient funds on the modification.  The message can be ignored.

### 6.5.3  Decrease in Funding on a Modification

A decrease in funding is identified with DEC in the description along with the specific contract PIIN and CLIN/SLIN impacted by the change.  In the example below the funding will decrease by $20.00.  When the award modification is created, the funding for CLIN 0010 will be manually decreased by this amount the Funding tab under Line Item Detail. No changes are made to the original quantity or unit price.

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**Figure 14: Example of PR Mod Decreasing Funding**

### 6.5.4 Deleting the Open PR or PR Mod

The incremental funding PR or PR Mod is not attached to the award action thereby leaving it in open status. To provide some degree of control in the Open PR register, it is suggested that after the changes have been manually applied that a copy of the funding PR or PR Mod be printed or saved from print preview with a date stamp added to the file name. This provides a record of the funding source, The PR/PR Mod can then be deleted to remove the open action that will never be attached to an award action and remain open in SPS. The next PR Mod will reutilize the deleted PR mod, the datetime stamp on the record file will provide a means to distinguish between like numbered PR Mods.

## APPENDIX A: ERROR MESSAGES/TROUBLESHOOTING

**Section I – PR/Mod Interface Errors**

| Integration PR Error Message generated in SPS | Explanation and Action to take |
|---|---|
| Parent XXXXXX is not approved | Parent PR in SPS is unapproved.  PR Mod cannot interface. |
| | **The parent PR in SPS is unapproved for one of two reasons:**<br><br>The PR was unapproved and cancelled in SPS.  In this case, notify the customer that they will have to undo the amended PR in GFEBS without Workflow, and submit a new PID/PR via Workflow for their requirement.<br><br> OR The PR is unapproved pending edit by the CS.  In this case, complete the required edit in SPS, approve the PR, and ask the system administrator to resubmit the PR Mod through the interface. |
| CIN cannot exist within a released document with different LOA and Cost Code pairs | A PR Mod is failing the interface because a previous line item's CIN on a released award no longer matches that same line item's LOA\Cost Code in SPS. |
| | There are two  scenarios for this error:<br><br>    1.  Requisitioner submits a PR Mod, and on a previously awarded line item they amend the LOA in GFEBS (which they are not supposed to do) thinking that they are communicating a desired change in the awarded LOA.  In this case the LOA on the awarded line item in the PR Mod does not match the previously awarded LOA in SPS, and SPS will not insert the same CIN in the database with two different LOAs.<br><br>        Workaround:  Instruct the requisitioner to amend the GFEBS PID/PR once more and restore the LOA on the awarded line item to what was originally awarded.  Any change to this awarded LOA must be submitted as a request to partially or totally deobligate the original LOA and obligate a new line item/LOA.<br><br>    2.  The PR was created correctly in GFEBS and the data |

| | interfaced correctly to SPS.  However, the Contract Specialist subsequently changed the LOA, CIN or Cost Code prior to award.  When a PR Mod is later sent through the interface, an error occurs because a change to the LOA has been made in SPS and the GFEBS PR LOA, CIN and Cost Code no longer matches the awarded SPS combination.

Workaround:

a. If the original GFEBS LOA is correct, the CS should mod the award to correct the LOA (no PR Mod required).  this will require a new CLIN/SLIN since the funding information cannot be changed on the current funded line.  Adjust funding to on the invalid funding line to zero.

b..  If the awarded SPS LOA is correct and the original GFEBS LOA is incorrect, notify the customer that they will have to undo the amended PID/PR in GFEBS without Workflow, and submit a new PR via Workflow for their requirement.  They can no longer amend this PR; any future requirements will have to be submitted on a new PR. |

**Section II – Award/Mod Interface Errors**

| Award/Modification Error Messages | Explanation and Action to take |
|---|---|
| Inbound PR number is Blank | Every funded contract/modification line item must have a GFEBS PR number in its local information field. |
| | Manually enter the appropriate GFEBS PR Number for any funded line item whose Local Information TAB PR Number field is blank. |
| PR not found in GFEBS | GFEBS PR number entered in the contract/modification line item local information tab field is incorrect. |
| | Update the incorrect GFEBS PR and Line Item Number for the listed line item. |
| PR/Item not found in GFEBS | Every funded contract/modification line item must have a GFEBS PR line item number in its local information field. |
| | Manually enter the appropriate GFEBS PR line item number for any funded line item whose local information tab field is blank |
| PR/Item is deleted | One of the referenced GFEBS PR Line items in the contract/modification local information fields has been deleted. |
| | Contact the requiring activity. If the requirement is no longer needed, cancel the PR in SPS.  If the requirement is still valid, ask the requiring activity for the replacement GFEBS PR and Line Item Number. |
| | If the customer is unaware that their PR line item was deleted, then more than likely Cost Accounting corrected the commitment by deleting the PR line item and creating a new one.  Have the fund certifier determine the replacement GFEBS PR and Line Item Number and provide to the CS/PCO for entry into SPS. |
| PR/Item is closed | A funded modification line item has been <u>increased,</u> but the GFEBS PR Line Item reference has not been updated. |
| | Review all <u>increased</u> line items in the modification and make sure all their GFEBS PR and Line Item numbers have been updated to reflect the PR and Line Item Number for the increase. |
| Inbound funding amount  GT amount | The funding amount required for one of the award/modification line items is greater that the committed amount on the |

| in PR/Item | reference GFEBS PR line item. |
|---|---|
| | Contact the requiring activity and ask them to increase the committed amount for the affected line item via an amended PR. Once in receipt of the PR Mod, release the PR Mod and resubmit the award via the interface to GFEBS. |
| LOA for PR/ITEM does not match | The line of accounting on one of the funded line items does not match the initial GFEBS PR line item line of accounting. It may have been manually changed. |
| | Double-check that the LOAs in the document match the LOAs in the related PR/PR Mods. If they do not, make the appropriate corrections to the document, then resubmit via the interface to GFEBS. |
| Vendor not found on vendor master table/Vendor blocked | The contractor entered in the contract is not active or valid in GFEBS. |
| | Validate that the contractor is active/valid in CCR. If not, have the contractor make the appropriate correction. If the contractor is active/valid in CCR, call the GFEBS Help Desk to unblock the vendor in GFEBS. |
| **Deobligation not possible. Goods Receipt/Invoice receipt has not been cancelled** | Award Mod is attempting to deobligate a line item that has been invoiced and paid. |
| | Deobligation is not possible when the line item is already paid. Issue correcting mod and inform the customer that deobligation is no longer possible. |

## Appendix B: Standard Financial Information Structure (SFIS)

The SFIS line of accounting (LOA) in GFEBS uses the following fields in the order shown below. Unlike the legacy LOA used with CAPS Vendor Pay, the length is 77 characters and fields maybe blank but never zero filled unless the code value includes zeros. Select fields may include periods in the data.

| SFIS Key | Field Name | Functional Field Name |
|---|---|---|
| A1 | Department Regular Code | Customer  Department Regular Code |
| A8 | Period of Availability Fiscal Year Date | Beginning and Ending FY |
| A3 | Main Account Code | Customer Accounting Code |
| A4 | Sub Account Code | |
| B2 | Budget Activity Identifier | Functional Area |
| B3 | Budget Sub-Activity Identifier | Functional Area |
| B4 | Budget Line Item Identifier | Functional Area |
| B6 | Budget Sub-Activity Identifier | Commitment Item |
| B8 | Contingency Code | * Field is currently not used and blank |
| CA3 | Cost Center | Cost Center |
| CA7 | Work Order Number | WBS element |
| CA6 | Cost Element Code | G/L Account |
| O3 | Agency Accounting Identifier Code | Customer Agency Accounting Identifier Code (FSN) |

**GFEBS – SPS Do's and Don'ts**

Failure to follow the Do and Don'ts below are the primary reasons Award Actions fail in the SPS-GFEBS interface process.  Paying attention to these rules will prevent the two most likely outcomes if you don't:

1) The action will fail to automatically load in GFEBS, the GFEBS Resource manager  will have to load the action manually  and  all subsequent modifications will fail to match the PO as loaded in GFEBS; or
2) The failed action will require the creation of a modification to:
    a. Zero  out the invalid CLIN/SLIN data since the funding data cannot be changed after release
    b. Add CLIN/SLIN to provide the correct data.

Detailed information is provided in the SPS-GFEBS User Guide on the ABCAS Web Portal at:
https://secleebiis.army.mil/ako_restricted/acbis/LinkClick.aspx?fileticket=ceTpgNimS-g%3d&tabid=98&mid=461

**DO NOT** change the GFEBS PRNUM, LOA, CIN or Cost Code on the PR or when it is attached to the award action - changing Includes removing spaces and deleting the provided value.  These fields are for use by accounting not contracting.  Missing or changed data will stop the interface process and require the user to create a modification to zero out the invalid CLINs and add new CLINs to provide the correct data.

**DO** verify the CIN and cost code on the corresponding CLIN/SLIN for a PR line item matches the values from the PR Line item.

Verify   CIN, LOA and Cost Code Values on Award  match  PR

**Funding Sources [Read Only]**

Line Item Information
Number 0001  Description test CIN no change
Total Cost $1.00

Contract ACRN Assignment
Manual ☐ ACRN ☐  CIN CINTEST00010001
Funding Strip 02120082008202000000101131   257   2ABM0008 00000000   021001
Fund ACRN ☐  Amount ☐  Attach...

Job Order Information
| Job Order | Expiration Dt | Quantity | Funded Amt |
|---|---|---|---|
| | | | |

Total Qty: 0.00  Total $: $0.00

Add...  Change...  Delete

Cost Code A2A22
TAC ☐
TAC Amount ☐
FMS Case ☐
Non-DoD Funds ☐

OK
Cancel

*Verify CIN, LOA and Cost Code Values on Award match PR*

**DO** unapprove the GFEBS PR to change the line item contract type to other than FFP (when issuing DOs/TOs and DO/TO Mods against other than FFP contracts). Don't ask the PR Creator to change the contract type, GFEBS does not have a contract type. FFP is the default value in the interface.

**Do** request the PR requestor provide line items to match the requirement you will put on the award. If the PR requires x lines to match the number of CLINs to be used from an IDC award, the PR must have x lines. **Do Not** ask that the PR Lines match the CLIN/SLIN numbers. GFEBS provides only four digit numerical line item numbers.

**DO NOT** use a single GFEBS PR for split awards. Request an additional PR for each of the additional awards. The first award received in GFEBS against a PR CIN will close it for obligations from other actions.

**DO** use the PD2 provided vendor pay discount terms template to enter the vendor's terms. Terms are required on all awards even if it is only Net Days. Don't make up Net Day discount terms to attempt to provide faster payment, other than the standard terms provided by regulation only special terms are permitted for SDB firms – See FAR 32.903

**DO** select the applicable pay office code –

- Modification to an award retains the pay office on the award action (unless it is correcting the pay office)
- DO/TO pay office is based on the preponderance of funds on the DO/TO

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- Actions administered and paid by DCMA MOCAS use the pay office directed by the master action regardless of the source of funds.

**DO NOT** exceed the funding provided on a PR line item CIN. GFEBS will not process a CIN on a CLIN/SLIN if the obligated amount exceeds the committed amount. GFEBS does not provide any tolerance. Do not release the award if additional funds are needed to make the award until either the RM confirms the funding has been increased in GFEBS or you receive a PR modification confirming the funds have been added.

NOTE: GFEBS uses line item accounting. Even though the LOA on the individual PR line items maybe identical, the funding is specific to the individual CIN.

**DO NOT** split the funding on a PR Line Item CIN for use on additional CLIN/SLIN. GFEBS will apply the obligated value on the first occurrence of a CLIN/SLIN using the CIN to the line item in GFEBS and decommits the remaining funds. Additional CLIN/SLIN using the same CIN will fail to load for lack of funding on the CIN.

**DO NOT** use an informational CLIN for funding. If the CLIN structure on a legacy contract will not support adding an informational SLIN to the CLIN/SLIN to be funded, the funding must be added with a new SLIN on a new CLIN referencing the original CLIN/SLIN being funding.

**DO NOT** flip the quantity and unit price when you have a quantity of one (1) on a service requirement. GFEBS logic will handle the quantity of one (1) on the invoices.

**DO NOT** create a new award when incremental funds changes are being made. If the extended description on a PR line item identifies the requirement as a Funding Request to INC or DEC funds on a specific PIIN and CLIN, the intent is to increase or decrease the funding on that specific PIIN and CLIN by modification. The requested funding action maybe provided as a modification to the original PR or on a new PR.


**Appendix C: GFEBS – SPS Do's and Don'ts**


**DO NOT** change the GFEBS PRNUM, LOA, CIN or Cost Code on the PR or when it is attached to the award action - changing Includes removing spaces and deleting the provided value. These fields are for use by accounting not contracting.

**DO NOT** use a single GFEBS PR for a split award. Request additional PR for each of the contemplated awards. First award against a PR CIN will close it for other actions.

**DO** use the PD2 provided vendor pay discount terms template to enter the vendor's terms. Terms are required on all awards even if it is only Net Days. Don't make up Net Day discount terms to attempt to provide faster payment, other than the standard terms provided by regulation only special terms are permitted for SDB firms – See FAR 32.903

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**DO** select the applicable pay office code –

- Modification  to an award retains the pay office on the award action (unless it is correcting the pay office)
- DO/TO pay office is based on the preponderance of funds on the DO/TO
- Actions administered and paid by DCMA MOCAS use the pay office directed by the master action regardless of the source of funds.

**DO NOT** use an informational CLIN for funding.  If the CLIN structure on an legacy contract will not support adding an informational SLIN to the CLIN/SLIN to be funded, the funding must be added with a new SLIN on a new CLIN referencing the original CLIN/SLIN being funding.

**DO NOT** flip the quantity and unit price when you have a quantity of 1 on a service requirement.

**DO NOT** exceed the funding provided on a PR line item CIN.

**DO NOT** split the funding on a PR Line Item CIN for use on additional CLIN/SLIN.